Organic Certification Cost Share Program
1-OCSSP

Amendment 5

Approved by: Deputy Administrator, Farm Programs

Amendment Transmittal

A Reason for Amendment

Subparagraph 30 E has been amended to clarify that County Offices will accept late-filed application packages after the application deadlines if the application is filed by December 31 of the following program year.

<table>
<thead>
<tr>
<th>Page Control Chart</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC</td>
</tr>
<tr>
<td>-----</td>
</tr>
<tr>
<td>3-3, 3-4</td>
</tr>
</tbody>
</table>
C  Submitting Applications

Applicants may submit OCCSP application packages to any County Office:

- in person
- by mail
- e-mail or FAX.

*--Notes: Questions from producers and handlers who have submitted an application will be referred to the office that is processing that application.

If a County Office receives an OCCSP application from an applicant that is not located in their county, the office receiving the application must send the application to the County Office where the operation is located to be processed.

D  Incomplete Applications

CCC representative cannot act on CCC-884 until the applicant has completed the application and signed Part C.

Note: Incomplete applications or applications that are not signed do not require action by FSA. Applicants will receive decisions by FSA only on complete applications.

*--County Offices will notify an applicant that their application package is incomplete and give the applicant an opportunity to submit any additional required documentation before disapproving CCC-884. An example notification letter is provided in Exhibit 5.

E  Late-Filed Applications

County Offices will accept late-filed application packages after the application deadlines in subparagraph A if the application is filed by December 31 of the following program year.

CCC-884’s, and any required information and documentation for CCC-884, submitted after December 31 of the following program year will be received by the County Office and placed in the producer’s file.

COC will immediately notify the producer in writing that:

- the application was not filed timely
- assistance cannot be paid.

Note: The letter advising any producer that CCC-884 cannot be paid must include the basis for the determination and a right of reconsideration according to 1-APP. The right of reconsideration is limited to providing facts and evidence that CCC-884 was not timely filed.--*
Applying for Payment (Continued)

E Late-Filed Applications (Continued)

*--Examples: An applicant paid certification fees on September 29, 2019, during the 2019 program year, and filed CCC-884 on December 31, 2019. Although the application is filed after the 2019 program year deadline, the CCC representative will act on the late-filed application.

An applicant paid certification fees on September 29, 2020, during the 2020 program year, and filed CCC-884 on January 15, 2021. The application is filed after the 2020 program year deadline, as well as after the December 31, 2020, late-filed deadline, and cannot be processed.--*

Applicants who timely paid all certification expenses during the applicable program year, but did not receive their certification until after the application deadline can be approved as a *late-filed request if that request is submitted by December 31 of the following applicable program year.--*

F Amending or Withdrawing CCC-884

Applications may be amended or withdrawn at any time until the end of the application period; however, copies of all submitted CCC-884’s must be kept in the file.

Applicants may, at any time during the application period, amend CCC-884 to:

• add additional scopes and/or certification costs
• remove scopes and/or certification costs from OCCSP.

Note: Applicants must repay all OCCSP payments received for any scope or certification costs if CCC-884 is withdrawn or amended to remove a scope or certification costs.